

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: STOREKEEPER ASSISTANT

BASIC FUNCTION:

Under the direction of the Director-Facilities, perform skilled work in the receiving, storing, and delivery of supplies and equipment; assists in maintaining the district Warehouse and perform other duties as may be required.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a wide variety of specialized inventory/warehouse service tasks.

Assist the storekeeper in maintaining inventory control records on warehouse supplies; monitor daily storekeeping activities; assists in assembling and packing orders for delivery.

Receive, store and assure the delivery of supplies and equipment to various sites; coordinate supply and equipment transactions with shipping and receiving; check deliveries against shipping papers, requisitions and purchase orders and sign for receipt; restock warehouse shelves.

Receives requisitions, issues, and ensures delivery of materials, supplies, and equipment to requesting department or staff member.

Operate a variety of warehouse equipment including manual and electric floor jacks and forklifts; arrange for the repair and maintenance of warehouse equipment as necessary; operate a computer and assigned software; assist in computer updates in operations and inventory of equipment.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns related to shipping and receiving irregularities, equipment maintenance and repair, order discrepancies and assigned activities.

Prepare and maintain a variety of records, lists, logs and reports related to shipping, inventory, receiving and assigned activities; maintain the Districts Material Safety Data Sheets; process forms, applications and paperwork necessary for the completion of supply and equipment transactions.

Assist with maintaining the warehouse in a clean and orderly condition; assist in maintaining and laundering custodial mops and towels.

May pickup and deliver supplies, mail and equipment as may be necessary; drive a vehicle to conduct work.

Initiate follow-up telephone calls and check with vendors for late shipments, delivery errors, broken or damaged materials and similar errors; ensure that shipments conform to purchase orders.

Provide routine first aid/CPR to injured students according to established procedures as needed; notify parents of ill or injured as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, procedures and techniques of receiving, storing, shipping and delivering supplies and equipment.

Storage and rotation of perishable foods as assigned by the position.

Methods used in inventory control, record keeping, and requisitioning.

Methods used in receiving, storing, issuing, and inventorying supplies and equipment.

Basic mathematics.

Applicable laws, codes, regulations, policies and procedures.

Department operations, policies and objectives.

Health and safety regulations.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

ABILITY TO:

Assist in performing storekeeping work in the operation of an assigned section of the warehouse.

Receive, store and assure the delivery of supplies and equipment to various sites.

Observe health and safety regulations.

Work independently with little direction.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Meet schedules and time lines.

Operate District vans, truck, pallet jacks, and forklifts.

Perform heavy physical labor.

Create spreadsheets for the year-end audit reports

Deliver District mail in a timely manner and work with District custodians.

Organize the materials needed for seasonal cleaning.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years' experience in storekeeping, delivery or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid first aid and CPR certificate issued by an authorized agency.

Valid California Class C driver's license.

Valid Forklift Certification within a probationary period.

Successful passage of the minimum proficiency test administered by the District.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse environment.
Driving a vehicle to conduct work.
Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate warehouse equipment.
Hearing and speaking to exchange information.
Seeing to read a variety of materials and perform storekeeping duties.
Lifting, carrying, pushing and pulling heavy objects.
Walking.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Climbing ladders.

HAZARDS:

Working around or with machinery having moving parts.
Working at heights.
Traffic hazards.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.